



## **Finance Director**

Finance

**FIN/1**

Grade 25/Exempt

### **JOB SUMMARY**

This position is responsible for directing the county's financial operations.

### **MAJOR DUTIES**

- Hires, trains, assigns, directs, supervises, evaluates, and disciplines staff.
- Supervises the management of grant funds, including records maintenance and reporting.
- Manages financial investments.
- Coordinates with elected and appointed officials and department heads to provide information, resolve problems, and provide financial direction.
- Attends Board of Commissioners meetings to provide reports, present budget reports and amendments, and to answer financial questions.
- Prepares the annual operating budget; works with administration and department heads to project expenses and forecast revenue; presents proposed balanced budgets for consideration and approval.
- Develops and maintains internal controls.
- Prepares and advertises five-year tax histories; prepares and computes roll-back millage rates and county millage rates; advertises and holds public hearings.
- Monitors expenditure levels for all county departments; prepares budget amendments as needed.
- Monitors revenues to ensure compliance with budgetary and management objectives.
- Supervises payroll, accounts payable, accounts receivable, purchasing, grant management, records management, asset management, and other financial functions.
- Coordinates support for annual external audits.
- Reconciles bank statements to the General Ledger.

- Analyzes, monitors, maintains, reconciles, balances and adjusts accounting records; prepares and enters General Ledger journal entries.
- Oversees the preparation of bank deposits.
- Ensures compliance with county cash management policies and authorizes cash and investment asset transfers.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of business administration.
- Knowledge of budget development and management principles and practices.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of research and statistical analysis principles.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include GAAP, Governmental Accounting Standards Board guidelines, internal control procedures, budgeting best practices, relevant state and federal laws, auditing principles, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, accounting, and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to manage the county's financial services functions. Successful performance ensures the efficiency and effectiveness of those functions.

## CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, representatives of other government agencies, attorneys, bankers, auditors, consultants, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Director (1) and Procurement Technician (1).

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Ability to be bonded.